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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 74

EFFECTIVE DATE: November 14, 2005

SUBJECT: Flexible Maximum Hire Rate for Printing Press
Master Operator – Position # 50332720

AUTHORIZATION: 
Barbara Goodson
Assistant Commissioner of Management & Finance

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective November 14, 2005, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Position # 50332720 in the following job title:

- Printing Press Master Operator

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for retention purposes by paying individuals who possess the necessary skills to operate a Heidelberg Speedmaster 5 Color Printing Press, a skill that demands this position to be valued higher than other positions of the same job title.

III. APPLICABILITY:

This policy shall be applicable to the Office of State Printing and Forms Management of the DOA.

IV. PROCEDURE:

Beginning November 14, 2005, when hiring an employee in Position # 50332720 in the job title of Printing Press Master Operator, who possesses certain specific skills and knowledge necessary to operate the Heidelberg Speedmaster 5 Color Printing Press, the DOA will hire at the established Flexible Maximum Hire Rate of which is attached.

A Personnel Action Request (PAR) requesting an appointment to this position in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective November 14, 2005, the pay of any employee currently occupying Position # 50332720 and possessing the necessary skills required to operate the Heidelberg Speedmaster 5 Color Printing Press, will be raised to at least the new Flexible Maximum Hire Rate.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective November 25, 2002, the State Civil Service Commission approved Flexible Maximum Hire Rates for jobs in the WS pay schedule.

The following chart reflects:

1. The job title, job code, pay level and position number affected, and
2. The actual biweekly hire rate that will be utilized by the DOA when filling this position from November 14, 2005 forward.

Title	Job Code	Position #	Pay Level	Biweekly Hire Rate 11/14/05
Printing Press Master Operator	103760	50332720	WS-213	\$1,231.20